

Pleasant Acres Nursing & Rehabilitation Center Job Description

EEO Classification: Service

Position held by:

Job Title: Certified Nursing Assistant

Revision Date: 06/24/2009

Status: Bargaining

Full time ☒ **Part time** ☐

Department No: 48

Department Name: Nursing

Reports to: Team Leader/Charge Nurse

Director's Name: Deb Horner

POSITION SUMMARY

The primary purpose of this position is to assume the responsibility of providing the highest level of quality nursing care for specific residents as prescribed by the physician's orders, the care plan, other recognized sources and in accordance to facility policies and procedures. Complete duties as assigned or directed by the Team Leader, Charge Nurse, Unit Manager or supervisor. Report residents' needs and concerns to a licensed nurse. Must possess the ability and the willingness to work harmoniously with professional and non-professional personnel. Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents. Is subject to frequent interruptions. Is subject to hostile and emotionally upset residents and family members.

Must have successfully complete a Nursing Assistant training course and have a current Certified Nursing Assistant Certification from the State of Pennsylvania. Must have a post-offer physical and a required criminal background check.

ESSENTIAL REQUIREMENTS, DUTIES, AND RESPONSIBILITIES

1. Receive report on assigned residents.
2. Follow written and oral directions.
3. Perform walking rounds with previous shift as assigned.
4. Check vital-signs- temperature, pulse respirations and blood pressure.
5. Administer personal care- dressing/undressing, toileting, tub baths/shower/bed baths, nail care, grooming, hygiene and special skin care.
6. Care for and use properly prosthetic devices such as dentures, artificial limbs, hearing aids, splints, etc.
7. Provide for mobility by assisting residents to change position in bed, to ambulate, and to use assistive devices such as walkers, canes, wheelchairs.
8. Staff members will not bear greater than 50lbs per person in accordance with the facility "No Lift" policy.
9. Assist residents to have adequate food and fluid intake by feeding residents as needed, recording intake and output, serving trays, distributing between meal nourishment, and offering hydration cart.
10. Assist residents in avoiding problems of elimination by documenting bowel and bladder functioning, implementing bowel and bladder training programs, administering enemas, ostomy care and emptying foley drainage bags.
11. Document all care provided and any residents' unusual behaviors per facility protocols.
12. Answer resident call bells and alarms promptly
13. Check name bands on all assigned residents daily and report to Charge Nurse any bands that have been removed or need to be changed.
14. Follow established performance standards and perform duties according to nursing service policies and procedures.
15. Assist new employees in following established facility policies and procedures.
16. Initiate corrective action as necessary and/or seek assistance of a licensed nurse.
17. Assume personal responsibility for following facility procedures related to control of equipment and supplies within the unit.
18. Report/Document incidents and/or unusual problems according to established facility procedures.
19. Participate in interdisciplinary team and other facility meetings as assigned.
20. Participate in the development of an individualized plan of care of assigned residents.
21. Adhere to procedures implementing the policy on resident rights.
22. Adhere to procedures implementing the proper use of restraint devices.
23. Comply with department and facility procedures, fire prevention and safety standards and initiate corrective action as needed.
24. Communicate to the charge nurse or team leader any change in resident condition or behavior.
25. Follow facility procedures for admission, discharge and transfer of residents.
26. Complete documentation accurately, timely and following facility policies and procedures.
27. Listen to resident and family complaints and report problems to Charge Nurse and/or Team Leader.
28. Maintain the residents' rooms so that the bedside stands and closets are in order.

29. Transport/accompany residents to activities, dining area, barber/beauty shop, therapy, outside appointments, etc.
30. Assist other C N A's in providing quality-care to their residents.
31. Attend meetings, in-services, and fire drills as assigned.
32. Come to work in clean, neat uniform and consistently present an appropriate professional appearance.
33. Come to work as scheduled and consistently demonstrate dependability and punctuality.
34. Perform light housekeeping duties as situation demands.
35. Provide post mortem care as needed per facility policy.
36. Fill water pitchers as needed.
37. Administer treatments at the specific direction of the charge nurse.
38. Employment is contingent on successful completion of pre-placement physical and criminal background.
39. Is subject to exposure to infectious waste, diseases, conditions, etc, including the AIDS and Hepatitis B viruses.
40. Must complete the Pa. State approved training and competency evaluation program. Must be competent to provide nursing and nursing related services as demonstrated in the nurse aide registry.

Other reasonable duties as assigned by supervisor.

Requirements are representative of minimum knowledge, skills and abilities. To perform this job successfully, the incumbent will possess the ability or aptitude to perform each duty *proficiently*, and comply with Association policies and procedures, as outlined in the Employee Handbook.

NON-ESSENTIAL DUTIES

(Additional duties that are required, although may be assigned to another employee due to special circumstances applicable to the employee.)

Filing, Copying, Answering Phone

PHYSICAL AND MENTAL JOB REQUIREMENTS

Job Title: Certified Nursing Assistant

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Schedule

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Full-Time | <input checked="" type="checkbox"/> Day Shift | <input checked="" type="checkbox"/> Weekends |
| <input type="checkbox"/> Part-Time | <input checked="" type="checkbox"/> Evening Shift | <input checked="" type="checkbox"/> Night Shift |

2. Supervision Level

- ☐ Extremely Close Supervision
- ☒ Moderate Supervision
- ☐ Minimal Supervision

3. Initiation of Work

- ☐ Supervisor Will Direct to Next Task
- ☐ Initiation Helpful, but Not Necessary
- ☒ Must Initiate Own Work

4. Independence

- ☐ Supervisor Will Cue on a Frequent Basis
- ☒ Ability to Complete Assignments with Moderate Oversight Required
- ☐ Ability to Complete Assignments with Little Oversight Required

5. Work Routine

- ☐ Routine Never Varies; Structure is Tight
- ☐ Occasional Routine Change; Generally Planned in Advance
- ☒ Routine Changes Often; Little Structure to Task Sequence

6. Rate of Work

- ☒ Fast Pace
- ☐ Moderate Pace
- ☐ Slow Pace

7. Following Directions

- ☒ Full Understanding of Both Written(print & cursive) and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

8. Communication - English

- ☒ Excellent Verbal Communication Skills Necessary
- ☐ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

9. Functional Reading - English

- ☒ Fluent Reading ☐ Recognition of Signs/Symbols
☐ Simple Reading ☐ No Reading Skills Required

10. Hearing

- ☒ Ability to Hear Required
☐ Hearing Not Required

Seeing

- ☒ x 20/20 Vision with Corrective Eyewear
☐ Limited Vision
☐ Vision Not Required

11. Functional Math

- ☐ Complex Computational Skills (Accounting and Financial Skills)
☐ Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
☒ Simple Counting Skills
☐ No Mathematical Skills Needed

12. Interaction with Customers

- ☒ High Visibility, Frequent Interaction Required
☐ High Visibility, Infrequent Interaction Required
☐ Low Visibility, Frequent Interaction Required
☐ Low Visibility, Infrequent Interaction Required
☐ No Interaction Necessary

13. Appearance Requirements

- ☒ Compliance with Employee Dress Code Required
☐ Compliance Not Required due to Nature of Job

14. Time

- ☒ Must Tell Time to the Minute
☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

15. Orientation (Familiarity with Surroundings)

- ☐ Work Area ☒ Building Only
☐ Room Only ☐ Several Blocks From Building

16. Mobility Skills

- ☒ Mobility Within the Building
☐ Mobility Within a Four Block Radius
☐ Driving Required

17. Sitting

- ☐ 75% - 100% ☐ 25% - 50%
☐ 50% - 75% ☒ Less than 25%

Standing

- ☒ 75% - 100% ☐ 25% - 50%
☐ 50% - 75% ☐ Less than 25%

18. Bending

- | | |
|---|--|
| <input checked="" type="checkbox"/> Knees and Waist | <input type="checkbox"/> Waist Only |
| <input type="checkbox"/> Knees Only | <input type="checkbox"/> No Bending Required |

19. Lifting

- | | |
|--|--|
| <input checked="" type="checkbox"/> Greater than 50 lbs. | <input type="checkbox"/> Less than 10 lbs. |
| <input type="checkbox"/> 10 - 30 lbs. | <input type="checkbox"/> No Lifting Required |

20. Reaching

- | | |
|--|---|
| <input type="checkbox"/> Greater than 6 Feet | <input type="checkbox"/> Less than 2 Feet |
| <input checked="" type="checkbox"/> 2 - 6 Feet | <input type="checkbox"/> No Reaching Required |

These statements are intended to describe the nature and level of work being performed by people assigned to this position. This is not an exhaustive list of all responsibilities and duties required of the job incumbents.